

**CONFIDENTIAL**

**8 JUL 1981**

**MEMORANDUM FOR:** See Distribution  
**FROM:** DO Members, Agency Building Planning Committee  
**SUBJECT:** Formation of DO Building Planning Group  
**REFERENCE:** DOI 1973 dtd 12 June 1981

1. Each Division and Staff is requested to appoint a representative to work with me and [redacted] in developing a data base of DO requirements in planning for the new building. As planning progresses, your representative will become a member of the Directorate's Working Group. Representatives should be knowledgeable of both the Directorate's and the Agency's organizational structure, function, mission, and interrelationships. It is anticipated that each representative will spend less than 5 percent of his time on building planning matters.

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2. Please send the name of your representative to me, Room 4E50 Headquarters, by cob 10 July 1981.

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**SUBJECT: Formation of DO Building Planning Group**

- 1 - OL/BPS (official)**
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**OL/BPS**

**(1 Jul 81)**

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